

**DPS****Montgomery County  
Department of Permitting Services**

255 Rockville Pike, 2<sup>nd</sup> Floor  
Rockville, MD 20850-4166  
Phone: 311 in Montgomery County or (240)777-0311  
Fax: (240)777-6262  
<http://www.montgomerycountymd.gov/permittingservices>

**REQUIREMENTS FOR THE SUBMITTAL OF KITCHEN HOOD  
SUPPRESSION SYSTEMS**

Effective: January 9, 2017

Supersedes: January 1, 2008

**A. PERMIT PROCEDURES**

1. Permits and submittals are required for all work. All information shall be submitted electronically using DPS eServices.  
<http://permittingservices.montgomerycountymd.gov/DPS/general/Home.aspx#> You are required to indicate if the system is non-required by the building and/or fire codes.
2. Include any fee due at the time of submission.
3. The contractor listed on the permit application will be notified at the completion of the plan review automatically by the eServices system.
4. For projects within the [City of Gaithersburg](#), contact their Fire Marshal at (301) 258-6330
5. For projects within the [City of Rockville](#), contact their Fire Marshal at (240) 314-8240.

**B. GENERAL SUBMITTAL REQUIREMENTS**

1. Each drawing sheet shall be uploaded in the Drawings folder of ProjectDox as an individual file. File names shall be limited to 20 characters. Supporting documents (calculations and cut sheets) may be uploaded as a single file into the Documents folder of ProjectDox.
2. A complete version of the manufacturer's design and installation manual shall accompany all submittals. The manual shall be uploaded into the Documents folder of ProjectDox.
3. All information submitted for review shall be consistent with the approved architectural plans (as applicable) and shall be reflective of intended field conditions.

**C. DRAWINGS -Each sheet to be uploaded as a single file into the Drawings folder of ProjectDox)**

1. Project name and address (include all addresses if more than one building).
2. Project owner's name and address including zip code (tenant for tenant work; building owner for shell buildings).
3. Building construction permit number.
4. Contractor's name, address, telephone number, & contact person.
5. Symbols & abbreviations key.
6. Minimum scale for floor plans is 1/8" per foot. Where scalable plans are not submitted plans shall be dimensioned or shall include maximum permitted piping lengths on the plans as noted in the manufacturer's design and installation manual.
7. Each plan shall conform to the basic submittal requirements of fire protection permit applications



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as noted on the [Fire Protection System Permit Application Submittal Requirements](#).

8. The hazard(s) which are being protected and the dimensions (including depth/height) shall be included on the plans.
9. The fuel/power source of all hazards being protected shall be clearly stated on the plans.

**D. EQUIPMENT**- (To be uploaded into the Documents folder of ProjectDox)

1. Include catalog cuts for all equipment to be used which evidence the listing of the equipment.
2. For system additions, submit existing equipment catalog cuts for coordination and to check compatibility.
3. Annotate all catalog cuts to show exact model(s) to be used.

**F. SEQUENCE OF OPERATIONS**-

1. A sequence of operations shall be provided for each system. Where multiple hoods and/or systems are present information shall be provided regarding if systems operate simultaneously or individually. Where fire alarm systems are present in the building, the system is required to be connected to the building fire alarm system which requires a fire alarm permit from DPS